



## Custodian

**Department:** Countywide

**Class Code:** 3421

**EEO Code:** 28

**FLSA:** N

**Effective:** 01/05/1992

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### **GENERAL STATEMENT OF DUTIES:**

Under general supervision; performs work of routine difficulty providing general custodial care to County buildings; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

(illustrative only)

Picks up and empties trash; picks up recycled paper; cleans and disinfects bathrooms; cleans windows and sills; shakes out rugs; vacuums carpets; sweeps or dust mops floors; dusts and cleans office furniture; washes walls; mops, strips, waxes and buffs floors; cleans and vacuums air conditioners; dusts blinds; polishes metalwork; opens and secures buildings; maintains equipment used in performing custodial duties; reports supply and equipment needs to supervisor; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Good knowledge of the operation and lay-out of building where custodial duties are performed; good knowledge of cleaning and finishing chemicals; good knowledge of custodial principles.

Working skill in operating vacuums, floor buffers and shampooers; working skill in operating and maintaining other equipment and machinery used in custodial work.

Ability to lift and move heavy objects; ability to stand for majority of work shift; ability to stoop, bend and reach.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Completion of the core curriculum for a high school diploma and six months experience in custodial work; or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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